

DUPLICATE FILE COPY

DD/A Registry
85-2040

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Permission to Design and Print Note Pads

D/Pers 85-1824

FROM:

Black Affairs Program Manager
626 C of C

EXTENSION

NO.

DATE

6 June 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/Personnel

6/13

ll

1 to 3: [redacted] advised that notepads are normally only for DD's + above.

2.

Because our request for notepads is for use on an agency-wide recruitment basis, he advised us that your approval would be required. DD/OP has discussed att'l request with the D/EEC + recommends approval.

3.

Executive Officer/DDA
7D24 Hqs.

14 JUN 1985

ll

4.

5.

EC/OP

6.

D/EEC 626 C of C

45-12

ED/OP

7.

626 C of C

8.

9.

10.

11.

12.

13.

14.

15.

1 to 7: Per discussion between DD/OP + D/EEC, suggest you may want to reduce the size. Also to put C.A. Washington, D.C. 20505 but top vice EEC. In this way, the pads could be used by other recruits if appropriate. Do not use the agency seal on the pads. After [redacted] comes up with the design, please let DD/OP see the design before R&PD goes to press. If you have questions, call me.

Thinks

85-1824

DD/A Registry
85-2040

6 June 1985

MEMORANDUM FOR: Executive Officer, DDA

VIA: Director of Personnel
Director, Equal Employment Opportunity *ATH*FROM:
Black Affairs Program Manager

SUBJECT: Permission to Design and Print Note Pads

1. Permission is requested for the design and printing of a note pad similar to the attached sample with a Central Intelligence Agency motif.

2. The purpose of these note pads is for distribution during recruitment trips, conventions and similar activities.

Attachment:
As statedAPPROVED: *Reasonable quantity and no copyright violation
for recruiting purposes only.*
Executive Officer to the DDA14 JUN 1985
Date



*Think like a person of action,
act like a person of thought.*

EQUAL EMPLOYMENT OPPORTUNITY • EMPLOYEE RELATIONS • DOW CHEMICAL U.S.A.

